20. Reports and Hearings

The data for these publications arrives at GPO from many different sources. Congressional committee staff members are responsible for gathering the information printed in these publications.

Report language is compiled and submitted along with the bill language to the clerks of the respective Houses. The clerks assign the report numbers, etc., and forward this information to GPO for typesetting and printing. In many instances the reports are camera-ready copy, needing only insertion of the assigned report number.

Likewise, hearings are also compiled by committee staff members. The data or captured keystrokes as submitted by the various reporting services are forwarded to GPO where the element identifier codes are programmatically inserted and galley or page output is accomplished without manual intervention. It is not cost effective to prepare the manuscript as per the GPO Style Manual as it is too time-consuming to update and change the data once it is already in type form. Therefore, these publications are to be FIC & punc., unless specifically requested otherwise by the committee. It is not necessary to stamp the copy. However, style as stated in the following rules will be followed.

Style and format of congressional reports

Below are rules that should be followed for the makeup of congressional numbered reports. In either Senate or House reports, follow bill style in extracts from bills. Report numbers run consecutively from first to second session:

- 1. All excerpts to be set in 10-point type, cut in 2 ems on each side, except as noted in paragraph 3 below. For ellipses in cut-in matter, lines of five asterisks are used.
 - 2. Contempt proceedings to be considered as excerpts.
 - 3. The following are to be set in 10-point type, but not cut in:
 - (a) Letters that are readily identified as such by salutation and signature.
 - (b) Appendixes and/or exhibits that have a heading readily identifying them as such; and

- (c) Matter printed in compliance with the Ramseyer rule.¹
- 4. All leaderwork and lists of more than six items to be set in 8-point type.
 - 5. All tabular work to be set in 7-point gothic type.
- 6. An amendment in the nature of a substitute to be set in 8-point type, but quotations from such amendment later in the report to be treated as excerpts, but set full measure (see paragraph 10 below).
- 7. Any committee print having a report head indicated on original copy to be set in report type and style.
- 8. Committee prints not having a report head indicated on original copy to be set in committee print style; that is, excerpts to be set in 8 point, full measure.
- 9. If a committee print set as indicated in paragraph 8 is later submitted as a report or included in a report, and the type is available for pickup, such type shall be picked up and used as is in the report.
- 10. On matter that is cut in on the left only for purposes of breakdown, no space is used above and below, but on all matter that is cut in on both sides, 4 points are used above and below. Because of the indentions and the limited number of element identifiers, do not squeeze bills that are submitted as excerpts.
- 11. In reports of immigration cases, set memorandums in full measure unless preceded or followed directly by committee language. Memorandums are indented on both sides if followed by such language. Preparers should indicate the proper indention on copy.
- 12. Order of printing (Senate reports only): (1) Report, (2) minority or additional views, (3) the Cordon rule, ² (4) appendix (if any).

¹If a House report contains the "Changes in Existing Law" section (in compliance with the Ramseyer rule), all main heads within that report should be set in caps and small caps, with secondary heads set in all small caps.

²If a Senate report contains the "Changes in Existing Law" section (in compliance with the Cordon rule) with potential changes in law indicated, all main heads within that report should be set in caps and small caps, with secondary heads set in all small caps. However, if the "Changes in Existing Law" section consists of only an explanatory paragraph, all main heads within that report should be set in all small caps.

- 13. Minority or additional views will begin a new page with 10-point cap heading. In Senate reports, "Changes in Existing Law" begins a new page if following "views." In conference reports, "Joint Explanatory Statement" begins a new odd page.
- 14. Minority or additional views are printed only if they have been signed by the authoring congressperson.

[Sample of excerpt]

In *Palmer v. Mass.*, decided in 1939, which involved the reorganization of the New Haven Railroad, the Supreme Court said:

The judicial processes in bankruptcy proceedings under section 77 are, as it were, brigaded with the administrative processes of the Commission.

[Sample of an excerpt with an added excerpt]

The Interstate Commerce Commission in its report dated February 29, 1956, which is attached hereto and made a part hereof, states that it has no objection to the enactment of S. 3025, and states, in part, as follows:

The proposed amendment, however, should be considered together with the provisions of section 959(b), title 28, United States Code, which reads as follows:

"A trustee, receiver, or manager appointed in any cause pending in any court of the United States," etc.

[Sample of amendment]

On page 6, line 3, strike the words "and the service", strike all of lines 4, 5, and 6, and insert in lieu thereof the following:

and, notwithstanding any other provision of law, the service credit authorized by this clause 3 of rule XIII of the Rule of the House of Representatives, change shall not—

(A) be included in establishing eligibility for voluntary or involuntary retirement or separation from the service, under any provision of law;

[Sample of amendment]

The amendments are indicated in the bill as reported and are as follows: On page 2, line 15, change the period to a colon and add the following:

Provided, That such approaches shall include only those necessary portions of streets, avenues, and boulevards, etc.

On page 3, line 12, after "operated", insert "free of tolls".

[Sample of amendment in the nature of a substitute]

The amendment is as follows:

Strike all after the enacting clause and insert the following:

That the second paragraph under the heading "National Park Service" in the Act of July 31, 1953 (67 Stat. 261, 271), is amended to read as follows: "The Secretary of the Interior shall hereafter report in detail all proposed awards of concessions leases and contracts involving a gross annual business of \$100,000 or more, or of more than five years in duration, including renewals thereof, sixty days before such awards are made, to the President of the Senate and Speaker of the House of Representatives for transmission to the appropriate committees."

[Sample of letter inserted in report]

The Department of Defense recommends enactment of the proposed legislation and the Office of Management and Budget interposes no objection as indicated by the following attached letter, which is hereby made a part of this report:

March 21, 2008.

Hon. Nancy Pelosi, Speaker of the House of Representatives, Washington, DC.

My Dear Madam Speaker: There is forwarded herewith a draft of legislation to amend section 303 of the Career Compensation Act.

*	*	*	*	*	*	*
Sincer	ely yours,					
				Douglas	A. Brook,	
			Assista	nt Secreta	ry of the Λ	$Javy \square \square \square$
				(Finan	cial Mana	gement). $[$

[Sample of cut-in for purposes of breakdown; no spacing above or below]

Under uniform regulations prescribed by the Secretaries concerned, a member of the uniformed services who—

- (1) is retired for physical disability or placed upon the temporary disability retired list; or
- (2) is retired with pay for any other reason, or is discharged with severance pay, immediately following at least eight years of continuous active duty (no single break therein of more than ninety days);

may select his home for the purposes of the travel and transportation allowances payable under this subsection, etc.

[Sample of leaderwork]

Among the 73 vessels mentioned above, 42 are classified as major combatant ships (aircraft carriers through escort vessels), in the following types:

Forrestal-class aircraft carriers Destroyers							4 10
Destroyers	••••••	•••••	••••••	• • • • • • • • • • • • • • • • • • • •	•••••	•••••	10
*	*	*	*	*	*	*	
Guided-mis	sile subma	arine					1
Total						_	42

[Sample of sectional analysis]

SECTIONAL ANALYSIS

Section 1. Increase of 1 year in constructive service for promotion purposes

The principal purpose of the various subsections of section 1 is to provide a 1-year increase for medical and dental officers in . . .

* * * * * * *

Subsection 101(a) is in effect a restatement of the existing law

This subsection authorizes the President to make regular appointments in the grade of first lieutenant through . $\,$.

* * * * * * *

[Sample of amendment under Ramseyer rule]

CHANGES IN EXISTING LAW

In compliance with clause 3 of rule XII of the Rules of the House of Representatives, changes in existing law made by the bill, as introduced, are shown as follows (existing law proposed to be omitted is enclosed in black brackets, new matter is printed in italic, existing law in which no change is proposed is shown in roman):

EXPORT CONTROL ACT OF 1949

* * * * * * *

TERMINATION DATE

Sec. 12. The authority granted herein shall terminate on June 30, [1956] 1959, or upon any prior date which the Congress by concurrent resolution or the President may designate.

2d Session

 $[The following \ examples \ are \ for \ sample \ purposes \ only]$

114th Congress

 $[Sample\ of\ "Report"\ Skeleton]$

HOUSE OF REPRESENTATIVES

REPORT 114-716

PROVIDING FOR STABILITY OF TITLE TO CERTAIN LANDS IN THE STATE OF LOUISIANA, AND FOR OTHER PURPOSES ¹

SEPTEMBER 6, 2016.—Committed to the Committee of the Whole House on the State of the Union and ordered to be printed 2

Mr. BISHOP of Utah, from the Committee on Natural Resources, submitted the following

REPORT

together with

DISSENTING VIEWS

[To accompany H.R. 3342]

[Including cost estimate of the Congressional Budget Office]

The Committee on Natural Resources, to whom was referred the bill (H.R. 3342) to provide for stability of title to certain lands in the State of Louisiana, and for other purposes, having considered the same, report favorably thereon without amendment and recommend that the bill do pass. 3

PURPOSE OF THE BILL 4

The purpose of H.R. 3342 is to provide for the stability of title to certain lands in the State of Louisiana.

BACKGROUND AND NEED FOR LEGISLATION

In 1842, the U.S. government completed a survey of lands in Louisiana that included the area surrounding Lake Bistineau. Using the results of this survey, Louisiana delineated its ownership of lands under the Equal Footing Doctrine and transferred 7,000 acres of land around Lake Bistineau to the Commissioners of the Bossier Levee District in 1901. Three years later, the Commissioners of the Bossier Levee District conveyed this land to private ownership.

¹ If title makes more than three lines in 10-point caps, set in 8-point caps.

²Must be set as indicated in copy. If illustrations accompany copy and are not ordered to be printed, do not add *with illustrations*. Return copy to Production Manager.

³ If the wording in this paragraph is prepared in the singular form, follow.

 $^{^4}$ For Senate Committee on Finance and House Committee on Ways and Means, heads are set in bold caps.

[Sample of "Report" Skeleton]

Calendar No. 584 ¹

114TH CONGRESS 2d Session

SENATE

Report 114–312

JOHN MUIR NATIONAL HISTORIC SITE EXPANSION ACT

August 30, 2016.—Ordered to be printed

Filed, under authority of the order of the Senate of July 14, 2016 2

Ms. Murkowski, from the Committee on Energy and Natural Resources, submitted the following

REPORT

[To accompany H.R. 1289]

The Committee on Energy and Natural Resources, to which was referred the bill (H.R. 1289) to authorize the Secretary of the Interior to acquire approximately 44 acres of land in Martinez, California, and for other purposes, having considered the same, reports favorably thereon without amendment and recommends that the bill do pass.

PURPOSE

The purpose of H.R. 1289 is to acquire approximately 44 acres of land in Martinez, California.

BACKGROUND AND NEED

The John Muir National Historic Site was established by Congress in 1964 (Public Law 88–547) and is located in the San Francisco Bay Area, in Martinez, California. The historic site preserves the 14-room Italianate Victorian mansion where the naturalist and writer John Muir lived, as well as a nearby 325-acre tract of native oak woodlands and grasslands historically owned by the Muir family.

The legislation would authorize the Department of the Interior to acquire by donation approximately 44 acres for inclusion in the John Muir National Historic Site. The 44 acres includes adjacent lands from John Swett's historic estate, who was also a farmer, friend, and neighbor of John Muir in the Alhambra Valley hills. Securing this property would benefit the Muir site as it will help pro-

¹Use this type and form only on Senate reports. There is only one calendar in the Senate.

²Style for filed line, if present.

[Sample of "Report" Skeleton]

114TH CONGRESS 2d Session

HOUSE OF REPRESENTATIVES

Report 114–724

PROVIDING 1 FOR CONSIDERATION OF THE BILL (H.R. 5063) TO LIMIT DONATIONS MADE PURSUANT TO SETTLEMENT AGREEMENTS TO WHICH THE UNITED STATES IS A PARTY, AND FOR OTHER PURPOSES 2

SEPTEMBER 6, 2016.—Referred to the House Calendar and ordered to be printed

Mr. Collins of Georgia, from the Committee on Rules, submitted the following

REPORT

[To accompany H. Res. 843]

The Committee on Rules, having had under consideration House Resolution 843, by a record vote of 9 to 2, report the same to the House with the recommendation that the resolution be adopted.

SUMMARY OF PROVISIONS OF THE RESOLUTION

The resolution provides for consideration of H.R. 5063, the Stop Settlement Slush Funds Act of 2016, under a structured rule. The resolution waives all points of order against consideration of the bill. The resolution provides one hour of general debate equally divided and controlled by the chair and ranking minority member of the Committee on the Judiciary. The resolution makes in order as original text for the purpose of amendment the amendment in the nature of a substitute recommended by the Committee on the Judiciary now printed in the bill and provides that it shall be considered as read. The resolution waives all points of order against that amendment in the nature of a substitute. The resolution makes in order only those further amendments printed in this report. Each such amendment may be offered only in the order printed in this report, may be offered only by a Member designated in this report, shall be considered as read, shall be debatable for the time specified in this report equally divided and controlled by the proponent and an opponent, shall not be subject to amendment, and shall not be subject to a demand for division of the question in the House or in the Committee of the Whole. The resolution waives all points of order against the amendments printed in this report. The resolution provides one motion to recommit with or without instructions.

¹ If copy reads "To make" change to "Making", "To provide" change to "Providing", "To amend" change to "Amending".

² Sample of 8-point head.

114TH CONGRESS
1st Session

HOUSE OF REPRESENTATIVES

Rерокт 114–376

TRADE FACILITATION AND TRADE ENFORCEMENT ACT OF 2015

DECEMBER 9, 2015.—Ordered to be printed

Mr. Brady of Texas, from the committee of conference, submitted the following

CONFERENCE REPORT

[To accompany H.R. 644]

The committee of conference on the disagreeing votes of the two Houses on the amendment of the House to the amendment of the Senate to the bill (H.R. 644), to reauthorize trade facilitation and trade enforcement functions and activities, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its disagreement to the amendment of the House to the amendment of the Senate and agree to the same with an amendment as follows:

In lieu of the matter proposed to be inserted by the House amendment, insert the following:

SECTION 1. SHORT TITLE; TABLE OF CONTENTS.

- (a) Short Title.—This Act may be cited as the "Trade Facilitation and Trade Enforcement Act of 2015".
- (b) Table of Contents.—The table of contents for this Act is follows:
- Sec. 1. Short title; table of contents.
- Sec. 2. Definitions.

TITLE I—TRADE FACILITATION AND TRADE ENFORCEMENT

- Sec. 101. Improving partnership programs.
- Sec. 102. Report on effectiveness of trade enforcement activities.
- Sec. 103. Priorities and performance standards for customs modernization, trade facilitation, and trade enforcement functions and programs.
- Sec. 104. Educational seminars to improve efforts to classify and appraise imported articles, to improve trade enforcement efforts, and to otherwise facilitate legitimate international trade.
- Sec. 105. Joint strategic plan.
- Sec. 106. Automated Commercial Environment.
- Sec. 107. International Trade Data System.

JOINT EXPLANATORY STATEMENT OF THE COMMITTEE OF CONFERENCE

The managers on the part of the House and the Senate at the conference on the disagreeing votes of the two Houses on the amendment of the House to the amendment of the Senate to the bill (H.R. 644), to reauthorize trade facilitation and trade enforcement functions and activities, and for other purposes, submit the following joint statement to the House and the Senate in explanation of the effect of the action agreed upon by the managers and recommended in the accompanying conference report:

The Senate amendment struck all of the House bill after the

enacting clause and inserted a substitute text.

The House amendment struck all of the Senate amendment

after the enacting clause and inserted a substitute text.

The Senate recedes from its disagreement to the amendment of the House with an amendment that is a substitute for the House amendment and the Senate amendment. The differences between the Senate amendment, the House amendment, and the substitute agreed to in conference are noted below, except for clerical corrections, conforming changes made necessary by agreements reached by the conferees, and minor drafting and clarifying changes.

DIVISION A—TRADE FACILITATION AND TRADE ENFORCEMENT ACT OF 2015

TITLE I—TRADE FACILITATION AND TRADE ENFORCEMENT

SECTION 101. IMPROVING PARTNERSHIP PROGRAMS

Present Law

The Customs-Trade Partnership Against Terrorism (C–TPAT), codified in the Security and Accountability for Every Port Act (SAFE Port Act) of 2006 (6 U.S.C. 961 et seq.), is a voluntary trade partnership program in which Customs and Border Protection (CBP) and members of the trade community work together to secure and facilitate the movement of legitimate trade. Companies that are members of C–TPAT are considered low-risk, which expedites cargo clearance based on the company's security profile and compliance history.

House Amendment

Section 101 requires the Commissioner of CBP to work with the private sector and other Federal agencies to ensure that all CBP partnership programs provide trade benefits to participants. This would apply to partnership programs established before enactment of this bill, and any programs established after enactment. It establishes elements for the development and operation of any such partnership programs, which require the Commissioner to: 1) con-

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EARMARK, LIMITED TAX BENEFITS, AND LIMITED TARIFF BENEFITS

In compliance with clause 9(e), 9(f), and 9(g) of Rule XXI of the Rules of the House of Representatives, the conference report and joint explanatory statement contain no earmarks, limited tax benefits, or limited tariff benefits.

CONSTITUTIONAL STATEMENT OF AUTHORITY

Congress has the power to enact this legislation pursuant to the following: Article I, Section 8, Clause 3 of the United States Constitution.

For consideration of the Senate bill and the House amendments, and modifications committed to conference:

FRED UPTON,
JOSEPH R. PITTS,
LEONARD LANCE,
BRETT GUTHRIE,
ADAM KINZINGER,
LARRY BUCSHON,
SUSAN W. BROOKS,
BOB GOODLATTE,
F. JAMES SENSENBRENNER, Jr.,
LAMAR SMITH,
TOM MARINO,
DOUG COLLINS,
DAVID A. TROTT,
MIKE BISHOP,
KEVIN MCCARTHY,

From the Committee on Education and the Workforce, for consideration of title VII of the House amendment, and modifications committed to conference:

Lou Barletta,

EARL L. "BUDDY" CARTER,

From the Committee on Veterans' Affairs, for consideration of title III of the House amendment, and modifications committed to conference:

GUS M. BILIRAKIS, JACKIE WALORSKI,

From the Committee on Ways and Means, for consideration of sec. 705 of the Senate bill, and sec. 804 of the House amendment, and modifications committed to conference:

Patrick Meehan, Robert J. Dold, Managers on the Part of the House.

CHUCK GRASSLEY,
LAMAR ALEXANDER,
ORRIN G. HATCH,
JEFF SESSIONS,
Managers on the Part of the Senate.

 \bigcirc

FINANCIAL SERVICES AND GENERAL **GOVERNMENT APPROPRIATIONS FOR 2016**

HEARINGS

BEFORE A

SUBCOMMITTEE OF THE

COMMITTEE ON APPROPRIATIONS HOUSE OF REPRESENTATIVES

ONE HUNDRED FOURTEENTH CONGRESS FIRST SESSION

SUBCOMMITTEE ON FINANCIAL SERVICES AND GENERAL GOVERNMENT APPROPRIATIONS

ANDER CRENSHAW, Florida, Chairman

TOM GRAVES, Georgia KEVIN YODER, Kansas STEVE WOMACK, Arkansas JAIME HERRERA BEUTLER, Washington SANFORD D. BISHOP, Jr., Georgia MARK E. AMODEI, Nevada E. SCOTT RIGELL, Virginia

JOSÉ E. SERRANO, New York MIKE QUIGLEY, Illinois CHAKA FATTAH, Pennsylvania

NOTE: Under Committee Rules, Mr. Rogers, as Chairman of the Full Committee, and Mrs. Lowey, as Ranking Minority Member of the Full Committee, are authorized to sit as Members of all Subcommittees.

> WINNIE CHANG, KELLY HITCHCOCK, ARIANA SARAR, and AMY CUSHING, Subcommittee Staff

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WILLIAM E. SMITH, Clerk and Staff Director

[House Appropriation Hearing sample]

DEPARTMENT OF HOMELAND SECURITY APPROPRIATIONS FOR 2009

TUESDAY, FEBRUARY 26, 2008.

IMMIGRATION ENFORCEMENT: IDENTIFICATION AND REMOVAL OF CRIMINAL ALIENS, STUDENT AND EXCHANGE VISITOR PROGRAM FEE INCREASES

WITNESSES

CATHERYN COTTEN, DIRECTOR, INTERNATIONAL OFFICE, DUKE UNIVERSITY

JULIE L. MYERS, ASSISTANT SECRETARY, U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT [ICE], DEPARTMENT OF HOMELAND SECURITY

Mr. PRICE. Subcommittee will come to order. Good morning, everyone. Today we will be discussing the wide variety of activities carried out by Immigration and Customs Enforcement, or ICE, and we will first focus on the Agency's Student and Exchange Visitor Program.

BALANCING SECURITY AND STUDENT NEEDS

Mr. PRICE. Thank you very much. We will put your entire statement in the record, which of course elaborates on the points you made and goes beyond them. Let me ask you first a rather broad question, and then I will zero in somewhat on the fee increases and the benefits that might accrue from an increased flow of fee revenue.

[Note style for questions and answers]

Question. What percentage of cases presented to prosecutors along the Southwest border are prosecuted? Provide by sector and/or state. What was the prosecution rate of criminals picked up off the street? (Culberson)

Answer. ICE does not track prosecutions, however, ICE works closely with U.S. Attorneys and state and local prosecutors nationwide on a wide variety of cases.

FY2007 SAC office	Criminal arrests	Indictments	Convictions*
El Paso, TX	2,435	1,882	1.704
Phoenix, AZ	1.641	623	770
San Antonio, TX	1.588	1.172	1,155
San Diego, CA	2,318	1,147	1,842
Fiscal Year Total	7,982	4,824	5,471

^{*}Indictments and convictions may be comprised of arrests from previous years.

Mr. CULBERSON. Okay.

[Standard Hearing sample]

ORGANIZATIONAL MEETING ON ADOPTION OF COMMITTEE RULES; CONSIDERATION OF INTERIM REPORT; AND HEARING ON VOTING IN THE HOUSE OF REPRESENTATIVES

THURSDAY, SEPTEMBER 27, 2007

House of Representatives,	
SELECT COMMITTEE TO INVESTIGATE THE VOTING	
IRREGULARITIES OF AUGUST 2, 2007,□□[
Washington, DC.[

The committee met, pursuant to call, at 9:11 a.m., in Room H-313, The Capitol, Hon. William D. Delahunt (Chairman of the committee) presiding.

Present: Representatives Delahunt, Davis, Herseth Sandlin,

Pence, LaTourette and Hulshof.

The CHAIRMAN. A quorum being present, the select committee

will come to order.

Today we are meeting to do three tasks: adopt our committee rules, adopt the internal report, and to hear for the first time—of what we expect to be multiple occasions—from the Office of the House Clerk. We will wait for the gentlelady from South Dakota, who was at her other select committee.

I now recognize myself for 5 minutes to make an opening statement, but before I do, let me note I will then go to Congressman Pence as the Ranking Member. And in subsequent hearings, it would be our hope that just he and I would make opening statements. But on this initial hearing, any member of the panel that wishes to make an opening statement is most welcome.

I would be remiss not to begin by thanking the Chair of the House Rules Committee, Louise Slaughter, and the Ranking Member, David Dreier, for making their hearing room available to the

select committee.

I also want to welcome everyone to this initial meeting of the select committee that has been mandated by the House to review roll call No. 814. I would note that none of the Members sought this particular assignment, but each of us appreciates the role and the significance of the House in our unique constitutional order, and recognize that the integrity of the system by which we cast our votes on the House floor is essential to the confidence that the American people have in this institution, aptly described as the people's House.